

**CITY OF MILPITAS, CALIFORNIA
STANDARD OPERATING PROCEDURE**

SUBJECT: CITY STREETS, PARKS, AND FACILITIES NAMING

Purpose

To create a uniform policy that describes guidelines and processes for naming City streets, parks and other facilities.

Background

Several City Ordinances relate to street naming. Milpitas Municipal Code, Title XI-1000 Street Names, refers to a few street names. Government Code Section 34093 also spells out the duty of City Clerk to notify the County of new or changed street names.

Past practices required that all street names shall be as approved by the City Council and no duplication of street names shall be permitted. The City has from time-to-time established lists of names suitable for streets. Developers have selected street names from those lists or recommended other names. The Planning Commission and City Council have also suggested and reviewed names of streets and other facilities. Several criteria have developed over the years for naming streets and facilities. This Standard Operating Procedure defines the criteria, guidelines and method for suggesting names for consideration and selecting names for City streets, parks and other facilities.

Policy

1. No part of this policy shall conflict with any City ordinance, Code or other laws and regulations.
2. The City Council shall have the final authority to approve names of City Streets, Parks, and other Facilities.
3. The Facilities Naming Subcommittee, (or other subcommittee appointed by the City Council) shall evaluate names of City streets, parks and facilities, and shall make recommendations to the City Council.
4. Anyone may submit a potential name for consideration for naming a City street, park or facility, in writing, on a form designed for that purpose, delivered to the office of the City Clerk.
5. Generally the process shall be followed in the "Procedure" below.
6. The "Criteria" listed below shall be considered as part of the deliberative process.

Procedure

1. The City Clerk shall provide copies of the "City Streets, Parks, and Facilities Naming Suggestion" form, upon request at City Hall and available on the City's website.
2. All names submitted on the "City Streets, Parks and Facilities Naming Suggestion" form shall be referred to the Facilities Naming Subcommittee.
3. Proposed names for City streets, parks and facilities should be considered during Planning review process. Recommendations shall be brought to the Facilities Naming Subcommittee first for new development.

4. The Facilities Naming Subcommittee shall meet periodically and consider naming requests. The criteria shall be considered as part of the deliberation.
5. Names being considered for streets shall be reviewed by the City and County emergency services dispatch and Post Office to discourage names that are too similar or confusing that may hinder emergency response; or are otherwise inappropriate for public safety purposes.
6. The Facilities Naming Subcommittee shall establish and add appropriate names to an official list of potential street names. Developers must select names from the official list for new streets.
7. The family of a local person's name being used shall be notified of the potential use when reasonably possible.
8. Other Commissions will be notified for advice when the name or facility pertains to their functions. (For example, historical names or park names could be referred to the Parks Recreation and Cultural Resources Commission for comment.)
9. The Facilities Naming Subcommittee shall make recommendations to the City Council for naming City streets, parks, and facilities, by placing an item on the City Council agenda.
10. The City Council shall consider recommendations from the Facilities Naming Subcommittee at the City Council meeting and shall have final approval of names of City streets, parks and other facilities.
11. City Planning staff shall establish and maintain databases of names of City streets, parks, and other facilities. Include information about historical references, person's full names, ancestry, dates of birth and death, and other information of interest about the person or group and the significance of their name to Milpitas' history and/or to that particular facility.

Guidelines and Criteria

1. Historical references, names of historic groups or individuals, or deceased Veterans from Milpitas are encouraged.
2. Public Safety Dispatch test – avoid confusing or similar sounding names
3. Continuity test – avoid changing street names along any continuous alignment.
4. Minimize number of names at an intersection (two rather than four)
5. Maintain an approved list – require developers to select from approved list.
6. The list will include reasons or areas of interest that may be considered for selection on the approved list. (For example, it is appropriate where possible to name a street in the neighborhood where a leader contributed to the neighborhood.)

Approved As To Form:

Approved for Distribution:

Steven T. Mattas, City Attorney

Charles Lawson, City Manager